

California Department of Veterans Affairs



Classification: Associate Governmental Program Analyst (\$4,111 - \$4997) or Staff Services Analyst (\$2,632 - \$4,155)
Permanent, Full-Time

Location: 1227 O Street, Sacramento, California
Office of Procurement and Contracts

Who Should Apply: Current State employees within these classifications or those who are eligible on a certification list, transfers, or reinstatement. **THIS POSITION IS SUBJECT TO POST AND BID. SROA PROVISIONS APPLY.**

Duties and Responsibilities: *Under general supervision from the Staff Services Manager I:*

- Serve as a contract analyst responsible for preparing and processing contracts, Interagency Agreements Memorandums of Understanding, Invitation for Bids, and Request for Proposals, Requests for Applications and Statement of Qualifications.
- Assist program managers, supervisors and veterans home management to negotiate contracts with contractors.
- Provide assistance to appropriate staff in developing applicable and pertinent contractor scope of work, payment provisions and duties of the state.
- Log and track contracts, agreements, IFBs, and RFPs development and processing status.
- Provide contract information for required reports.
- Provide assistance and back up to the DVBE contract coordinator.

Desirable Qualifications:

- Knowledge of and experience applying the State Contracting Manual and Public Contracting Code laws, regulations, rules, policies and requirements.
- Experience in preparing and managing contracts.
- Knowledge of and experience using Microsoft Word, Microsoft Access and Microsoft Excel.
- Ability to analyze data and present ideas and information effectively both orally and in writing.
- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems.
- Ability to gain and maintain the confidence and cooperation of those contacted during the course of work.

How to Apply: Candidates should submit a State Application (STD. 678), a Post and Bid Application (if applicable) CDVA/HR Form 05-019, and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 O Street, Room 402
Sacramento, Ca 95814
Attn: Jacquie Hayes, Reference M-80# 81-05/06

Inquiries:
Voice: (916) 653-2535
TDD: (916) 653-1966

Final Filing Date: April 28, 2006 or Until Filled